

5.0 Monitoring and Evaluation Procedures

The Monroe County Year 2010 Comprehensive Plan provides the basis for permitting and allocating development and providing public facilities concurrent with the impacts of development. In order to ensure that this plan reflects current County policy, the achievement of Goals, Objectives and Policies, the most up-to-date baseline data and analysis, and that the appropriate resources are allocated to properly implement the plan, 9J-5:

1. requires that the Five-Year Capital Improvement Program (CIP) be reviewed and updated annually;
2. allows the plan to be amended as often as twice each year (including the annual adoption of the Five-Year CIP); and
3. requires that the plan be evaluated and updated at least every five years.

In order to accomplish a meaningful evaluation of the plan, procedures must be established to monitor and evaluate the plan and its implementation and to amend the plan. This chapter describes the annual and five-year monitoring and evaluation procedures which will be followed by Monroe County.

The Monroe County Board of County Commissioners (BOCC) serves as the local governing body and is responsible for adopting, amending and updating the Monroe County Year 2010 Comprehensive Plan and for its implementation, including:

1. adopting and amending the Land Development Regulations;
2. adopting the Annual Operating Budget; and
3. adopting the Five-Year Capital Improvement Program on an annual basis.

The Planning Commission in Monroe County serves as the local planning agency and is responsible for providing recommendations to the BOCC.

5.1 Plan for Continuous Monitoring and Evaluation

The plan for continuous monitoring and evaluation includes the preparation of annual reports to evaluate the implementation of the Comprehensive Plan. These annual reports will serve as the basis for adopting the Annual Operating Budget, the Five-Year Capital Improvement Program, as well as any amendments to the Comprehensive Plan or Land Development Regulations. In addition to the yearly evaluation, the plan provides for the evaluation and updating of the Comprehensive Plan at least every five years.

5.1.1 Annual Monitoring and Evaluation Procedures

The annual monitoring and evaluation procedures which will be followed by Monroe County are illustrated in Figure 5.1. The primary means of annual monitoring and evaluation will be the preparation of a Plan Implementation Report and the Concurrency

Management Report each year. The Plan Implementation Report will consist of a review of the Monitoring and Evaluation Matrices, which specify the date by which each objective and policy is to be accomplished (See Section 5.6). The Monitoring and Evaluation Matrices will be updated by the Growth Management Division on an annual basis following the adoption of the Comprehensive Plan and any amendments to reflect the most recently adopted Objective and Policies of the Comprehensive Plan. The Plan Implementation Report will be submitted to the BOCC by April 15th of each year in conjunction with the preparation of the annual operating budget. This will enable Monroe County to monitor the achievement of Goals, Objectives and Policies and provide the BOCC with the relevant information to implement the plan in a timely manner by allocating the necessary resources for the upcoming year. The BOCC will hold a public hearing to review the Plan Implementation Report and to receive citizen input prior to adopting the Annual Operating Budget.

The Concurrency Management Report will be prepared annually pursuant to the Concurrency Management System. This report will document the development that occurred in the past year and the adequacy of public facilities as defined by the adopted Level of Service standards to serve existing and future development. The Concurrency Management Report will also identify capital improvements needed to eliminate any public facility or service deficiencies. The Concurrency Management Report will be submitted to the BOCC by June 15th of each year. The BOCC will hold a public hearing to review the Concurrency Management Report and to receive citizen input. The Concurrency Management Report will be adopted by the BOCC and, in addition to the Plan Implementation Report, will be used by the BOCC during the annual review and adoption of the Five-Year Capital Improvement Program. In addition, these reports may serve as the basis for the BOCC to amend the Comprehensive Plan or to adopt revisions to the Land Development Regulations (LDRs).

5.1.2 Five-Year Monitoring and Evaluation Procedures

Monroe County will review and update the Comprehensive Plan at least every five years. This will be accomplished through the preparation, review and adoption of an Evaluation and Appraisal Report (EAR) in the fifth year following plan adoption (Figure 5.2). The EAR will serve as the basis for adopting the Annual Operating Budget and the Five-Year Capital Improvement Program. The EAR will summarize all relevant data collection and the results of all special studies as well as the results reported in the annual Plan Implementation and Concurrency Management Reports. The EAR will also evaluate:

1. the major problems of development, physical deterioration, and the location of land uses and the social and economic effects of such uses in the area;
2. the condition of each element of the comprehensive plan and the time of adoption and at date of report;
3. the comprehensive plan objectives as compared with actual results at date of report; and
4. the extent to which unanticipated and unforeseen problems and opportunities occurred between date of adoption and date of report.

The EAR will also suggest changes needed to update the Comprehensive Plan, including recommended modifications to the Goals, Objectives and Policies.

The Planning Commission will be responsible for the preparation of the EAR in the first half of the fifth year following plan adoption and will function as the review committee. The Planning Commission will hold at least one public hearing to review the EAR and to receive citizen input. The Planning Commission will forward the EAR and its recommendations to the BOCC. The BOCC will also hold at least one public hearing to review the EAR and shall adopt the EAR within 90 days after receiving it from the Planning Commission.

The BOCC will adopt amendments to the Comprehensive Plan based on the recommendations contained in the adopted EAR consistent with the requirements of Chapter 163.3184 and 163.3191.

5.2 Updating Baseline Data and Measurable Objectives

Baseline data will be continuously updated through an ongoing data collection program, the Concurrency Management System, and the permit allocation system. Under this data collection program, the Monroe County Growth Management staff shall:

1. create, update and maintain a socio-economic and physical database for use in determining future land use needs;
2. annually update map and tabular records on the amount and type of land consumed by the development activities of that year; and
3. transfer land use, property and other relevant information to the Geographic Information System.

In addition, the Goals, Objectives and Policies identify many special studies which will be carried out over the next five years. These special studies will provide data necessary for the BOCC to evaluate and update the Comprehensive Plan.

The accomplishment of measurable objectives will be recorded by the Plan Implementation Report, the Concurrency Management Report, and by the Evaluation and Appraisal Report. Measurable objectives will be updated at least every five years based on the results and analysis contained in these reports.

5.3 Accomplishment of Goals, Objectives and Policies

The accomplishment of the Goals, Objectives and Policies of this Comprehensive Plan will be reported in the Plan Implementation Report and the Concurrency Management Report on an annual basis. In addition, the Evaluation and Appraisal Report will evaluate the accomplishment of Goals, Objectives and Policies of this Comprehensive Plan for the first five-year period. The EAR will summarize the results of the annual Plan Implementation Reports completed to date and will identify any obstacles or problems which resulted in underachievement of goals, objectives or policies.

5.4 Modifications to Goals, Objectives and Policies

The EAR, which will be prepared every five years, will include recommended modifications to Goals, Objectives and Policies. These recommendations will be based on the updated baseline data and analysis, the degree to which the Goals, Objectives and Policies were accomplished, and BOCC policy direction. The Goals, Objectives and Policies will be modified at least every five years.

5.5 Citizen Participation in the Planning Process

The Monroe County Planning Commission and BOCC shall hold advertised public hearings on all matters related to the monitoring, evaluation, implementation and amending of the Comprehensive Plan. The purpose of these public hearings will be to encourage public participation in the comprehensive planning process and to inform real property owners and the general public of actions which may affect the use of their property. The procedures described in 5.1 through 5.4 above include several opportunities for citizen participation in the planning process. These opportunities include:

1. annual BOCC public hearing(s) to review the Plan Implementation Report and adopt the Annual Operating Budget;
2. annual BOCC public hearing(s) to review and adopt the Concurrency Management Report and the Five-Year Capital Improvement Program;
3. Planning Commission public hearing(s) (at least every five years) to review the EAR and transmit recommendations to the BOCC; and
4. BOCC public hearing(s) to review and adopt the EAR.

To the extent that any of BOCC public hearings serve to amend or update the Comprehensive Plan, the requirements of Chapter 163.3184(15)(b) will be followed (See 5.5.1 below). At each of these public hearings, citizens will be afforded the opportunity to submit verbal and written comments.

5.5.1 Timing

In compliance with the public hearing requirements established in Chapter 163.3184(15)(b), the BOCC will hold at least one advertised public hearing at the transmission stage of any amendments to the Comprehensive Plan on a weekday seven days after the first advertisement of the public hearing. The intention to hold and advertise a second public hearing will be announced at the first meeting. The second BOCC meeting will be held at the adoption stage on a weekday five days after the publication of the second advertisement.

Figure 5.1

Figure 5.2

5.5.2 Notification

Monroe County will assure that the general public and real property owners are notified of all official actions which may affect the use of their property, including:

1. all BOCC and Planning Commission public hearings related to the monitoring, evaluation, and implementation of the Comprehensive Plan and the adoption of any amendments to the Monroe County Year 2010 Comprehensive Plan; and
2. any additional public meetings or workshops related to comprehensive planning process.

Monroe County shall notify the general public and real property owners through the publication of a notice in a newspaper of general circulation in the area, consistent with established Monroe County notification procedures.

5.5.3 Dissemination of Materials

Consistent with current practices, Monroe County shall continue to provide all materials prepared during the comprehensive planning process and to be discussed at Planning Commission and BOCC public hearings to the general public. These materials will be available for public inspection at established locations throughout the Upper, Middle and Lower Keys, including public libraries and government centers.

5.6 Monitoring and Evaluation Matrices

The Monitoring and Evaluation Matrices have been prepared to enable Monroe County to monitor the implementation of the Comprehensive Plan. For each of the Objectives and Policies of the Comprehensive Plan, the matrices include: a summary, the agency or agencies responsible for its implementation, the date by which it is to be completed, and whether or not the Objective or Policy is new or existing. The Matrices will be used to prepare the Plan Implementation Report on an annual basis (See Section 5.1.1).

Since the Monitoring and Evaluation procedures provide for the Goals, Objectives and Policies of the Comprehensive Plan to be amended as often as twice each year and at least every five years, the Monitoring and Evaluation Matrices will be updated by the Growth Management Division on an annual basis following the adoption of the Comprehensive Plan and any plan amendments to reflect the most recently adopted Objectives and Policies of the Comprehensive Plan.

Section 5.6 (Monitoring Tables) is not included in this text
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